



EMPLOYMENT OPPORTUNITY

OPERATIONS ASSISTANT

PERMANENT FULL-TIME

ACELP, is the economic development corporation for the First Nation community of ?aqam. We are seeking a self-motivated, organized and team-oriented individual for a full-time position of Operations Assistant. The candidate will perform key administrative duties to support the smooth operation of the corporation's projects and businesses.

The Operations Assistant reports to the operations Manager, and is responsible for the following tasks, which includes but is not limited to:

- Responsible for all accounts payables, receivables and deposits.
- Process payroll.
- Assist with HR; employee onboarding & contract administration and benefits.
- Monitoring of operations for smooth and efficient operations as per the various corporate policies and guidelines.
- Maintain filing systems within the corporation M-files document management software.
- Other office administration duties as assigned by the GM.

KNOWLEDGE, SKILLS AND ABILITIES:

- High degree of confidentiality is essential.
- Strong interpersonal & customer service skills.
- Ability to multitask and re prioritize competing demands.
- Excellent communication (verbal and written) skills.
- Attention to detail and accuracy.
- General office administration skills.
- Proficient using computers and various computer software on a daily basis.
- Strong proficiency in Microsoft Windows and Microsoft Office.
- Demonstrated knowledge of Ktunaxa/Indigenous people and culture is an asset.
- Criminal Record Check.
- Valid Class 5 Driver's License.

TRAINING, EDUCATION, AND EXPERIENCE

- Post-secondary education in administration or a combination of education and experience.
- Office and administrative experience is an asset,
- If you feel you do not have these qualifications but have the aptitude for the job, please contact us to discuss the opportunity. We will offer training and mentorship for the right candidate.

REMUNERATION: Salary to commensurate with experience and qualifications. Pay range is \$19-22. Position is entitled to ʔaᓃam group benefit plan, employer matching RRSP and potential bonus pay.

Please submit your cover letter and resume marked “operations assistant” to:

Craig Campbell, General Manager
7470 Mission Road, Cranbrook BC

Email: ccampbell@aqam.net

Fax: 250-464-9704

Closing Date: 4:30 pm MST Thursday Feb 9th, 2023, or until position filled.

Hu sukıᓃq'ukni - Thank you to all applicants however, only those selected for an interview will be contacted.

Internal job postings are open to current ʔaᓃam staff, ʔaᓃam Band Members and other Ktunaxa Bands' Members Preference will be given to candidates of Ktunaxa or other First Nations ancestry. If you are a Ktunaxa citizen who is interested in this opportunity but do not feel you have the necessary qualifications, please contact the Ktunaxa Nation Council Education and Employment Sector.*